



**Crossroads Presbyterian Church
PURCHASE REQUEST APPROVAL & REIMBURSEMENT FORM**

APPROVAL IS REQUIRED PRIOR TO PLACING AN ORDER

Before an item can be purchased or placed on order and the church committed to make a payment, there must be prior approval to authenticate availability of funds, proper account designation and coordination between people involved (Ministry leader, ministry team, Session, Diaconate, etc.) The purchase originator is responsible for properly completing this form and obtaining approval signatures. Also, once the purchases are made or the work is completed, the bill or receipt must be attached to this form. The Church Financial Administrator can help individuals obtain the necessary information.

Originating Person:	<input type="text"/>	Phone:	<input type="text"/>
Signature:	<input type="text"/>	Request Date:	<input type="text"/>
Purpose/Use:	<input type="text"/>		
Check Payable To:	<input type="text"/>		

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL (Must be equal to total on receipt(s). Receipts must be attached.)			<input type="text"/>

Account Name:	<input type="text"/>		
Ministry Leader Approval:	<input type="text"/>	Date:	<input type="text"/>
Vendor:	<input type="text"/>	Phone:	<input type="text"/>
Street Address, City, ST, Zip	<input type="text"/>		

Payment Record (Official Use Only)

Other notes or accounts referenced in this payment:	<input style="height: 50px;" type="text"/>
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